

E-MAIL ALPERSRU A/98

SUBJ: BASIC ALLOWANCE FOR HOUSING (BAH)

Ref: (a) ALCOAST 104/97  
(b) COMDTINST M7220.29 (series), U. S. Coast Guard Pay Manual, Section 3-D

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Introduction Per reference (a), HRSIC has modified programming which will allow the payment of the new Basic Allowance For Housing (BAH) entitlement. This ALPERSRU provides background information on these changes and provides specific details as to their impact on PMIS/JUMPS.

Effective 1 January 1998, Variable Housing Allowance (VHA) and VHA offset will no longer exist. However the segments (34/35), logic, and pay tables once used to pay VHA in 1997 will now be used to pay BAH in 1998. BAH, like VHA, is based on zip code area. Thus a BAH transaction will require the same data once required by a VHA transaction, with the exception of housing costs.

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Entitlement Name Changes Effective 1 January 1998, the following entitlement name changes apply:

OLD ENTITLEMENT	ENTITLEMENT'S NEW NAME
BAQ/VHA	BAH
BAQ	BAH Type II
BAQ Partial	BAH Partial
BAQ Child	BAH Diff
FSA-I	FSH (Family Separation - Housing)

The member's January LES will reflect these changes. Procedure manuals will be updated as soon as possible.

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Object Codes Here are the new object codes which will appear within BAH segments 34 and 35. Object codes for the remaining BAH entitlements (in segments 17, 18, and 19) will remain the same.

ENTITLEMENT	OBJECT CODE
Officer BAH With	1140G
Enlisted BAH With	1140G
Of ficer BAH Without	1140H
Enlisted BAH Without	1145H

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Impact on Segments Based on the entitlements a member is receiving as of 31 December 1997, the table below reflects what a member will receive on 1 January 1998. As part of the January 6th update cycle, HRSIC will close and open the segments indicated in parenthesis in the following table

SEGMENTS CLOSED AS OF 12/31/1997	SEGMENTS OPENED AS OF 1/1/1998
BAQ W, VHA W (17, 34)	BAH W (34)
BAQ W/O, VHA W/O (18, 35)	BAH W/O (35)
BAQ W, OHA W (17, 46)	BAH TYPE II W, OHA W (17, 46)
BAQ W/O, OHA W/O (18, 46)	BAHTYPE II W/O, OHA W/O (18, 46)
BAQ GRANDFATHERED (17)	BAQ GRANDFATHERED (17)
BAQ CHILD (19)	BAH DIFF (19)
BAQ W/O, VHA W/O, BAQ CHILD 18,35,19	BAH W/O, BAH DIFF (35, 19)
BAQ GRANDFATHERED, VHA W/O (17, 35)	BAH W (34)
BAQ GRANDFATHERED, OHA W/O (17, 46)	BAQ GRANDFATHERED, OHA W/O (17, 46)
BAQ W, VHA W, OHA W/O, FSA-I (17,34,46,21)	BAH W, OHA W/O, FSH (34,46,21)

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#### BAH Type II Entitlement

The old BAQ entitlement, now called BAH Type II, will be paid to the following members in 1998:

--- Reserve members serving on active duty for less than 140 days.

--- Members entitled to OHA while not being entitled to FSH.

- --- Dislocation Allowance, Saved Leave Balance, and Earned Income Credit will be based on
  - BAH Type II.
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#### Grand fathered BAQ (Child)

Effective 1 January 1998, once members receiving Grandfathered BAQ for child support are transferred to a new Military Housing Area (MHA), they will lose the grandfathered amount. At the new MHA they will receive BAH Without and BAH Diff if living on the economy or only BAH Diff if assigned government quarters.

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#### Members Assigned Quarters

Members assigned adequate or inadequate quarters will see a credit for BAH Type II and a debit for quarters assigned on their LES. Segment activity will remain the same.

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#### BAH and Reporting 8Cs

Like VHA in the past, a reporting 8C will stop BAH. One change, however, is that BAH is not subject to checkage for travel time (like VHA was). PERSRUs must be timely with their P606 submissions to start BAH based on the new duty location. Timely submission is emphasized since BAH replaces two former entitlements (BAQ/VHA) and significant pay impact will result if transactions are not submitted promptly.

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#### SDA II Changes

SDA II Version 2.1h will be released 6 January 1998 containing program modifications that will give users the ability to enter BAH transactions (with effective dates on or after 1 January 1998) as well as BAQ/VHA or VHA Offset transactions (with effective dates prior to 1 January 1998). PERSRUs may load the software upgrade after the last transmittal has been sent for the 6 January 1998 final update.

When completing a Start/Change BAH, BAQ, VHA, and/or Quarters Assignment transaction (P606), with an effective date on or after 1 January 1998, users will only be allowed to enter one of the four valid BAH codes of G, H, L, or R and be prompted to enter a BAH zip code. The definitions for the BAH codes correspond to the old BAQ codes as listed on page VI-62 of the PMIS Forms Guide.

When completing a P606 with an effective date prior to 1 January 1998, users will be allowed to enter valid BAQ codes and given access to VHA or VHA Offset fields for retro transactions.

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Retro  
Transactions

Any transactions with a 1997 effective date which can impact a members BAQ or VHA (P608, P606, P555, L45, 8C, etc.) will be placed on the PERSRU's exception report. HRSIC (MAS) will manually process these transactions. No penalty will be charged to the PERSRU if the transaction is within the retro period.

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Inadequate  
Quarters  
Checkage  
for 1998

As in years past, with changes in the BAQ (now BAH Type II) rate due to the legislative pay change, members currently in inadequate quarters must have a new Personnel Action submitted to reflect the new rental charge. The transaction:

0 Must have an effective date of 1 January 1998.

0 must be submitted prior to 19 March 1998.

Reminder:        You can use SDA II reports function to obtain a listing of members' BAQ codes.

This following procedure should be used to change a member's rental charge for inadequate quarters in SDA II.

Once logged on to the system select:

- (A) Regular Events Menu,
  - (J) Pay Actions Menu,
  - (B) Pay Adjustments menu,
  - (A) Start/Resume Pay and Allowances Menu. Fill in the SSN, Bring up screen 2 of 2, enter a "Y" to select the "Change Rental Charge for Inadequate Govt Qtrs?" transaction, press <GO> or <Fl>, then fill in the appropriate information according to the rules in reference (b).
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Validations/  
Surveys

Rules for the submission of the BAQ Dependency Determination/ Verification Form (CG-4170A) still apply. The CG-4170A must continue to be validated annually. Annual validation of housing costs on Form CG-5507, however, will no longer be required.

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Questions

Questions should be referred to HRSIC Customer Service Team at 913-357-3540.

Released by /s/

J. D. WILLIAMSON  
Executive Officer

7220  
7 January 1998

E-Mail ALPERSRU B/98

Subj: BAS REFORM FOR 1998

Ref: (a) ALDIST 303/97, FY98 MILITARY COMPENSATION ISSUES  
(b) COAST GUARD PAY MANUAL, COMDTINST M7220.29 (series)  
(c) ALPERSRU BB/97, PRORATION OF SUBSISTENCE ALLOWANCES

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Introduction      Reference (a) prescribes that enlisted personnel, not in basic training, who receive rations-in-kind are entitled to a new partial BAS of 31 cents per day as of 1 January 1998.

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HRSIC  
Action              HRSIC will run a special update program to build a segment 27 with object code 1155B for the new entitlement. Any enlisted member not in basic training, not enroute and not in a Non-Pay status, that does not have an open 25, 26, 27 or 28 segment will be entitled to the new PARTIAL BAS and will automatically have a segment opened for them (those members who are on Rations-In-Kind). No PERSRU action is required.

Segment 27 will continue to be used for payment of SPECIAL BAS via object code 11552. (SPECIAL BAS is paid under section 3-B-1.f., reference (b).)

PARTIAL BAS (prescribed by section 3-B-1.b, reference (b)) is renamed PRORATED BAS. PRORATED BAS will continue to be paid via segment 43.

A checkage for PARTIAL BAS will occur if a transaction processes to pay a member PRORATED BAS for meals missed. This will be a manual adjustment by HRSIC.

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Automatic Pay  
Actions              PMIS/JUMPS has been modified to accept a stop and a start of the new entitlement. Automatic actions include:

- \* A PCS Departing transaction will automatically stop the new entitlement, just as it does for all other BAS entitlements.
- \* When a transaction processes that sends a member TAD to an essential messing unit, PMIS/JUMPS will build the new PARTIAL BAS segment 27 with object code of 1155B.

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- \* When a transaction processes that sends a member TAD to an other than essential messing unit if the member was receiving PARTIAL BAS, the PARTIAL BAS segment 27 will be closed.
  - \* R 985, R 990 and R 991 transactions have been modified to build the new entitlement for PARTIAL BAS during a duty period if a member's messing entitlement is RIK.
  - \* When a leave transaction processes on an enlisted member, a checkage for PARTIAL BAS will occur while leave rations are paid.
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PERSRU  
Action

PERSRUs shall be responsible for starting PARTIAL BAS on enlisted members who become entitled after the special update has been completed by HRSIC. The following rules will apply:

1. If an enlisted member reports PCS to a unit that draws RIK, then a Start/Resume Pay and Allowance transaction shall be completed on the member as part of the PCS Reporting event. In this transaction the PERSRU will enter the code for PARTIAL BAS to build the segment 27.

2. If an enlisted member becomes entitled to PARTIAL BAS while at their current duty station then a Start/Resume Pay and Allowance transaction will be completed on the member. In this transaction the PERSRU will enter the code for PARTIAL BAS to build the segment 27.

Note: No stop transaction will have to be submitted on the member for prior subsistence entitlement. PMIS/JUMPS will automatically stop member's prior subsistence.

3. If an enlisted member becomes entitled to a subsistence allowance other than PARTIAL BAS at current duty station and was receiving PARTIAL BAS, then a Stop Pay and Allowances transaction (P625) will have to be submitted on the member to close the segment 27. The effective date of the stop should be the day prior to the date the member became entitled to a different subsistence entitlement (i.e., if member was drawing PARTIAL BAS and then becomes entitled to SEPRATS on 15 February, then the PERSRU will submit a Stop Pay and Allowances transaction

(P625) for 14 February and will submit a Subsistence Pay transaction in the Start/Resume Pay and Allowances event for 15 February starting SEPRATS). Guidance in reference (c) should be followed.

4. There have been no changes made to the TAD event (P620) in SDA II. PERSRUs will continue to use the current codes in the system. When the P620 transaction processes in PMIS/JUMPS it will pay the member this new entitlement, if the member reports to an essential messing unit.

5. The only change made to the Depart/Report ADT transaction (R990), the Stop Basic Pay, BAH or BAQ and BAS Entitlements (R991), and the IDT Drill Pay and Points transaction (R985) in SDA II has been the addition of code "P" for "Entitled to PARTIAL BAS" to reflect the new entitlement. PERSRUs will continue to use the current codes in the system. When the R985, R990, or R991 process in PMIS JUMPS, it will pay the member this new entitlement, if the member did not receive any subsistence entitlements while performing duty during ADT period.

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Questions

The contents of this ALPERSRU should be disseminated to all persons involved in the PMIS/JUMPS process

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If additional information or assistance is needed, please contact HRSIC (CST) at (785) 357-3540.

Released by

/s/  
J. D. WILLIAMSON  
Executive Officer

7220  
14 January 1998

E-MAIL ALPERSRU C/98

Subj: HAZARDOUS DUTY INCENTIVE PAY (HDIP)

Ref: (a) ALDIST 303/97

Introduction      As announced in reference (a), the FY-98 Department of Defense Authorization Act increased all hazardous duty incentive pays (HDIP) to a minimum of \$150 per month effective 18 November 1997. This change effects the following pay entitlements:

- \* Crew Flight Pay (segment 12): All rates of less than \$150 per month increased to \$150 per month.
- \* Noncrew Flight Pay (segment 13): Increased from \$110 per month to \$150 per month.
- \* Flight Deck Hazardous Duty Incentive Pay (segment 49):  
Increased from \$110 per month to \$150 per month.

HRSIC              Increases were effected by HRSIC and included in  
Action              members' 30 December 1997 pay. Each member with an open segment 12, 13, or 49 had the segment closed down effective 17 November 1997 and reopened effective 18 November 1997.

On the members' December LESSs, the Entitlements block shows a credit of HDIP for the period 18 November 1997 through 30 December 1997, and the Deductions block shows a debit of HDIP for the period 18 November 1997 through 30 November 1997. For example, if a member's Crew Flight Pay increased from \$110 per month to \$150 per month, the following LES entries appear:

ENTITLEMENTS

FLT PAY CREW    \$215.00  
(includes \$150 for  
Dec + 13 days @ \$5  
per day for Nov)

DEDUCTIONS

FLT PAY CREW    \$47.67  
(checkage of \$3.6666  
per day for period  
18 to 30 Nov)

Concerns HRSIC (CST) has received calls concerning the December LES for aviation personnel who did not have an increase in crew flight pay. ALL segment 12s were stopped and restarted by HRSIC even if the member did not have a change in crew flight pay rates. The dollar amounts on members' December LES are correct, but the LES entries maybe confusing to some members because of the PMIS/JUMPS double-accounting system. For example, an aviation member who was receiving \$175 per month crew flight pay received the following LES entries:

ENTITLEMENTS

DEDUCTIONS

FLT PAY CREW \$250.83  
(includes \$175 for  
Dec + 13 days @  
\$5.8333 per day  
for 18 to 30 Nov)

FLT PAY CREW \$75.83  
(checkage of \$5.8333  
per day for period  
18 to 30 Nov)

Problem

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When the HDIP rate change was implemented in segment 49 (Flight Deck Hazardous Duty Incentive Pay) payments for November 1997 were not properly prorated. For instance, a member who received Flight Deck Hazardous Duty Incentive Pay for 1 to 30 November 1997 should have received 17 days @ \$110 per month plus 13 days @ \$150 per month. These members received \$110 per month for the entire month of November 1997. HRSIC has identified 79 members that were affected and has credited the members the additional HDIP due (\$17.33) as part of the individual's 15 January 1998 pay.

Questions

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If you have any questions or concerns, please contact HRSIC (CST) at (785) 357-3540.

Released by

//s//  
J. D. WILLIAMSON  
Executive Officer



7220  
15 January 1998

E-Mail ALPERSRU D/98

Subj: LEGISLATIVE PAY CHANGE STATUS REPORT

Ref: (a) ALDIST 303/97

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Introduction: HRSIC has implemented the legislative pay changes announced in paragraphs 2.A through 2.F of reference (a).

- New HDIP rates were paid in members' 30 December 1997 pay.
- Basic pay increase of 2.8 percent was included in members' 15 January 1998 pay.
- BAS increase of 1.0 percent was included in members' 15 January 1998 pay.
- New Partial BAS was included in members' 15 January 1998 pay.
- New FSA (old FSA-II) rates were included in members' 15 January 1998 pay.
- New BAH was implemented in members' 15 January 1998 pay.
- New DLA rates have been implemented effective 1 January 1998.

New federal and state income tax withholding rates were also included in the 15 January 1998 payroll cycle.

There is four other allowance changes effective 1 January 1998. These changes will be reflected in members' 30 January 1998 pay:

- \* New OUTCONUS COLA rates.
- \* New OHA rates.
- \* New FSH (FSA-I) rates.
- \* New INCONUS COLA rates.

OUTCONUS COLA AND OHA RATE CHANGES: OUTCONUS COLA and OHA rates are routinely updated twice per month by DOD. The changes effective 1 January 1998 are routine changes.

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FSH RATE CHANGES: Effective 1 January 1998, FSA-I was changed to FSH and rates were increased by 2.8 percent. Members receiving FSH will see the 2.8 percent increase in their 30 January 1998 FSH payment.

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INCONUS COLA: CONUS COLA rates and locales were updated effective 1 January 1998.

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CHANGES:

- The following locations have been deleted from the list of eligible INCONUS COLA locales:

STATE	Locations by Zip Code
CA	90001-90099, 90101, 90184, 90185, 90201-90888, 91001-91899, 92094, 92328, 92384, 92389, 92601-93888, 95228, 95310, 95314, 95364, 95375, 95443, 95685, 95699, 96107, 96133
CT	06757, 06783, 06786, 06787, 06790, 06794
IL	60092
MA	01222, 01226, 01227, 01340, 02357
MI	48006, 48014, 48023, 48052, 48060, 48061, 48079, 48116, 48412, 48421, 48446, 48836, 49220, 49221, 49228, 49286
NV	89403, 89408, 89410, 89411, 89413, 89423, 89428, 89429, 89430, 89443, 89444, 89447, 89448, 89449
NY	11111, 12426, 12458, 12538, 12571, 12572, 12602, 12754
RI	02762

- The following locations have been added to the list of eligible INCONUS COLA locales:

STATE	Locations by Zip Code
CA	95246, 95247, 95309, 95370, 95379, 95468, 95666, 95932, 95988
IL	60117, 60412, 60467, 60523, 60597, 60674, 60803, 60827, 60914, 60915, 61010, 61704
MA	01062, 01093, 01220, 01267, 02411
NJ	07182, 07983, 08361, 08362, 08896
NY	10499, 10610, 11109, 12010, 02043, 12057, 12075, 12078, 12449, 12451, 12466, 12511, 12528, 12546, 12565, 12583, 12590, 12701, 12721, 12758, 12786, 12801, 12804, 12816, 12828, 12865, 12883, 12887, 13032, 13317, 13326, 13339, 13346, 13367, 13409, 13421, 13473, 14020, 14036, 14048, 14063, 14081, 14125, 14781

- The rates for several INCONUS COLA locales have changed, and the tables have increased by \$1.00 for certain pay grades.

Questions:

If you have any questions or concerns please contact HRSIC (CST) at (785) 357-3540.

Released by:

//s//  
J. D. WILLIAMSON  
Executive Officer

7220  
27 January 1998

E-Mail ALPERSRU E/98

Subj: CLARIFICATION OF BAS REFORM FOR 1998

Ref: (a) ALPERSRU B/98, BAS REFORM FOR 1998

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Overview: BAS Reform legislation for 1998 was silent on the payment of Partial BAS for reserve members on IDT. HRSIC programmed SDA II to accept a code "P" for payment of Partial BAS while on IDT (R985 transaction), based on the assumption that COMRATS/SEPRATS is also payable to reserve members on IDT in certain situations.

A recent decision by the Department of Defense, the controlling agency for this entitlement, concluded that reserves on IDT are not receiving Basic Pay and are therefore not entitled to Partial BAS.

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Procedure Based on the above DOD determination, the following changes  
Changes: to the procedures contained in reference (a) are necessary:

PERSRU 1. PERSRUs must NOT use code "P" on R985 transactions.

ACTION Reserve members on IDT type orders are not entitled to partial BAS.

2. In reference (a), the PERSRU Action paragraph 2, stated PMIS/JUMPS will automatically stop a member's prior subsistence entitlement when a Start/Resume Pay and Allowance (P607) transaction is submitted to start Partial BAS. This is not the case.

When a P607 transaction is submitted to start Partial BAS, then a Stop Pay and Allowance transaction (P625) to stop an open subsistence allowance must be submitted with an effective date one day prior to the P607 starting Partial BAS.

EXCEPTION: When a P607 is submitted in conjunction with a PCS Reporting event, the PCS Reporting event will automatically stop the prior SEPRATS-T subsistence entitlement.

HRSIC 1. R985 transactions that have already been submitted by  
ACTION PERSRUs with a code of "P" for subsistence, to build the new Partial BAS segment 27, have been closed by HRSIC (these segment 27s have been "swapped" i.e., they now show a stop date earlier than the start date). No Partial BAS payment will be made for January for these segment 27s.

2. A future change to SDA II will be made to remove code "P" on the R985.

Related  
Issues:

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1. Code "P" for subsistence is still a valid code on the R990 and R991 transactions.
  2. When a PCS Departing transaction is submitted, Partial BAS is automatically stopped by PMIS/JUMPS the day prior to the departing endorsement.
  3. With the new Partial BAS entitlement, all active duty enlisted members should always have a BAS segment open (a segment 25, 26, 27 or 28). PERSRUs are responsible for closing and/or opening the appropriate BAS entitlements. See the PERSRU Action section of reference (a) for guidance.
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Questions: The contents of this ALPERSRU should be disseminated to all persons involved in the PMIS/JUMPS process.

If additional information or assistance is needed, please contact HRSIC (CST) at (913) 357-3540.

Released by     /S/  
                  J. D. WILLIAMSON  
                  Executive Officer

1080  
5 February 1998

E-Mail ALPERSRU F/98

Subj: ANNUAL RESERVE RETIREMENT POINT STATEMENT (CGA175A)

Ref: (a) Coast Guard Reserve Policy Manual, COMDTINST M1001.28, Section 8.C.10  
(b) Military Personnel Data Records (PDR) System, COMDTINST M1080.10D, Enclosure (2)  
(c) Personnel and Pay Procedures Manual, HRSICINST M1000.2A

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Purpose: This ALPERSRU announces that PERSRUs will now be distributed copies of Annual Reserve Retirement Point Statements (CG-4175A).

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Background: As described in reference (a), annually each selected reservist is issued an Annual Reserve Retirement Point Statement (CG-4175A). CG4175A's are produced and distributed by HRSIC (CST) monthly. The monthly run produces a CG-41 75A for selected reservists whose anniversary month is three months past. For example, in February 1998, HRSIC (CST) issues CG~175A's to all selected reservists whose anniversary month is in November 1997.

Instructions on the CG-4175A advise the reservist to verify the entries on the CG-4175A. If an entry is incorrect, the reservist is instructed to identify the discrepancy, and send a report of the discrepancy with supporting documentation to:

- A. The PERSRU, if the discrepancy is in the reservist's current or prior anniversary year, or
  - B. HRSIC (CST) if the discrepancy is in an older anniversary year.
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Discussion: HRSIC (CST) has been sending an original CG~175A (only) to the selected reservist; no copies have been provided to PERSRUs.

Failure to distribute a copy of the CGA1 75A to PERSRUs has resulted in the following problems or concerns:

- A. PERSRUs need reserve point information for various personnel administration needs; e.g., Reserve Good Conduct Awards. Since they do not receive CGA175A's, PERSRUs must do extensive research of PMIS/JUMPS segment 81.
- B. Some PERSRUs have indicated they could better assist their reservists with point discrepancy problems if the PERSRU had a copy of the CGA175A.
- C. No record of reserve points is filed in the reservist's PERSRU PDR. Further, no record of reserve points is provided to the National Personnel Records Center when a reservist separates from the Coast Guard.

PERSRU  
Action:

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In January 1998, HRSIC (CST) began mailing a copy of CG-4175A's to servicing PERSRUs at the same time a copy is sent to the selected reservist.

PERSRUs shall review and file the most current year CGA175A in Section 2 of the PERSRU PDR, as prescribed in reference (b).

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Question:

Questions may be directed to HRSIC (CST) at (913) 357-3540.

Please disseminate this ALPERSRU to all persons involved in the PMISIJUMPS processes. The contents of this ALPERSRU will be incorporated into a future change to references (b) and (c).

Released /s/

By: J. D. Williamson  
Executive Officer

1020

18 February 1998

E-Mail ALPERSRU G/98

Subj: COAST GUARD COMPANY COMMANDER INSIGNIA

Ref: (a) ALDIST 018/98, COMDTNOTE 1020 COMPANY COMMANDER INSIGNIA  
(b) PERSONNEL AND PAY PROCEDURES MANUAL, HRSICINST M1000.2A

Background: Reference (a) announced the authority to wear the Recruit Company Commander Insignia for personnel who have met the requirements of reference (a).

Discussion: This E-mail ALPERSRU provides procedures for preparation of the transaction to record the Company Commander Insignia in PMIS.

Under paragraph 2.C of reference (a), Action Code 305 should only be submitted to record permanent eligibility for the Company Commander Insignia; it should not be submitted to record temporary eligibility.

Personnel meeting the requirements for the insignia shall provide supporting documentation to their commands. Commands will forward a copy of the member's designation authorizing the insignia to the PERSRU for use as a PMIS source document.

SDA II Release 2.11 has incorporated the new award code and the contents of this ALPERSRU will also be included in an upcoming change to reference (b).

PERSRU Upon receipt of supporting documentation,PERSRUs shall create an Action Action Code 305 by:

1. Completing the "Record Award Information" event from the Miscellaneous Event Submenu of the General Record Maintenance option in SDA II,
2. Enter award code "CC" for Company Commander Insignia.

The new award code will be displayed on Page 03 of PMIS.

Questions If you have any questions, please contactHRSIC's Customer Service Team at (913) 357-3540.

Released /s/

By J. D. WILLIAMSON  
Executive Officer

E-Mail ALPERSRU H/98

Subj: ADDITIONAL PROCEDURE FOR BAH

Ref: (a) ALPERSRU A/98

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#### Introduction

In conjunction with reference (a), this ALPERSRU provides  
Additional procedural information concerning the new  
BAH entitlement.

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#### BAH Type II

##### BAH TYPE II FOR OHA MEMBERS

##### Starts:

To start BAH Type II for OHA entitled members, complete the following:

1. Start/Change BAH, BAQ, VHA, and or Quarters Assignment Transaction (P606) and enter (based on the member's dependency status) the code of G, H, L, or R.
2. At the BAH zip code prompt enter five zeros (00000).

NOTE: From these entries the system will build a segment 17 or 18.

##### BAH TYPE II GRANDFATHERED

To start BAH Type II Grandfathered (previous BAQ Grandfathered entitlement):

1. Start/Change BAH, BAQ, VHA, and or Quarters Assignment Transaction (P606) and enter BAH code of S.
2. At the BAH zip code prompt enter five zeros (00000).

Note: Members living on the economy (not overseas) who should be entitled to BAH II Grandfathered are entitled to BAH WITH. Continue to use BAH code S and enter a Valid zip code for these members. The system will pay  
From the segment 34.

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#### Retro

As discussed in reference (a), PMIS/JUMPS is unable to  
Transactions automatically process BAQNHA/BAH transactions with an  
effective date prior to 1 January 1998.



For P606 transactions with an effective date prior to 1 January 1998, the following SPECIAL PROCEDURES apply from the date of this ALPERSRU until 19 March 1998. Retroactive P606 transactions done on or after 20 March 1998 should be done according to the procedures published in ALPERSRU A/98.

If the P606 causes: Then the PERSRU shall submit: Which will result in:

An INCREASE in the member's pay	A P606 with the true 1997 effective date*	Automatic payment of BAH from 1JAN98 to the current period;
AND		AND
A P606 with and effective time and date of 0006, 98JANO1 **		Member receiving a manual payment for BAQ/VHA for the period prior to 1JAN98.
A DECREASE in the member's pay	A P606 with the true 1997 effective date*	Receiving automatic decrease in BAH effective on 1 Feb 98 or Mar98.
AND		AND
A P606 with the following effective date and time:		Having a manual debit for the period prior to 1 Mar 98.
Use Date & Time	If Submitted Prior to	
98MARO1 @ 0006	98MAR19	

\* Be sure to include all appropriate element codes and offset information.

\*\* Be sure to use element codes for starting the appropriate BAH entitlements; also be sure no other documents conflict with this date.

Grandfathered Reference (a) stated that once members receiving Grandfathered BAQ (Child ) BAQ for Child support are transferred to an new MHA, they will lose the grandfathered amount. DOD compensation committees are now considering the feasibility of retaining the member's grandfathered amount until the first PCS transfer to an new MHA after January 1, 1999.

Until this issue is resolved, HRSIC will retain the higher BAH Type II With amount for these grandfathered members (unless a change in dependency occurs).

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Questions

Questions should be referred to HRSIC Customer Service Team at  
(913) 357-3540.

Released /s/

By: J. D. Williamson  
Executive Officer

1080  
9 March 1998

E-MAIL ALPERSRU 1198

SUBJ: PMIS/JUMPS PROCESSING SCHEDULE FOR APR THROUGH SEP 98

Processing Schedule      PMISIJUMPS cutoff dates for processing transactions (including allotments)  
for the Paydays shown are as follows:

TRANSMITTAL CUTOFF*		TRANSMITTAL RUN FIRST CUTOFF*		RUN FINAL UPDATE
PAYDAY	DATE	UPDATE	DATE	
15 APR	25 MAR	26 MAR	02 APR	03 APR
01 MAY	13 APR	14APR	20APR	21APR
15 MAY	27 APR	28 APR	04MAY	05 MAY
01 JUN	12 MAY	13 MAY	19 MAY	20 MAY
15 JUN	27 MAY	28 MAY	02 JUN	03 JUN
01 JUL	10 JUN	11 JUN	17 JUN	18 JUN
15 JUL	24 JUN	25 JUN	01 JUL	02 JUL
31 JUL	14 JUL	15 JUL	21 JUL	22 JUL
14AUG	28JUL	29JUL	04AUG	05 AUG
01 SEP	11 AUG	12 AUG	18 AUG	19 AUG
15 SEP	26AUG	27 AUG	02 SEP	03 SEP
01 OCT	10 SEP	11 SEP	16 SEP	17SEP

The Transmittal Cutoff Time for every Cutoff Date is 2100 (9:00 PM) Central Standard Time.

Released By /s/  
J. D. WILLIAMSON  
Executive Officer

E-MAIL ALPERSRU J/98

Subj: TDY SUMMARY REPORT

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**Discussion** HRSIC (TVL) has been providing copies of the Travel Voucher Summaries to PERSRUs for each traveler. The TDY data that appeared on the individual Travel Voucher Summaries has been consolidated into a TDY Summary Report. This report is designed to reduce the number of Travel Voucher Summaries sent to the PERSRU and to simplify PERSRU record keeping to ensure the proper input of documentation to PMIS/JUMPS.

The TDY Summary Report will replace the Travel Voucher Summaries to the PERSRUs only. Travel Voucher Summary sheets will continue to be mailed to the member. The TDY Summary Report will be mailed to the PERSRU the day after the PMIS/JUMPS processing schedule's first and final updates.

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**TDY Summary Report Information** The TDY Summary Report shows TDY travel claim data for both Active and Reserve members processed by HRSIC (TVL) for the period shown on the report. The information will be sorted by unit OPFAC and include a listing of each traveler permanently assigned to the OPFAC. The following information for each traveler, identified by rank, name, and SSN will be provided:

- Travel Claim Number
  - Date departed and reported PDS
  - Date reported and departed TDY
  - Duration of TDY
  - If the TDY was for training or sea duty (if applicable, and if the TDY was a CSEAPAY eligible unit, the unit OPFAC will be listed)
  - If the traveler was in a commercial, government or deductible meal status for the duration of the TDY.
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**PERSRU Action** Upon receipt, carefully compare the TDY Summary Report to SDAII and insure that all necessary PMIS/JUMPS transactions in conjunction with the completed TDY are processed for travelers under the RU.

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**Questions** Assistance may be obtained from the HRSIC (TVL) Claims Assistance Team at (785) 295-2250.

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**Released By** //s //  
J. D. WILLIAMSON  
Executive Officer

E-Mail ALPERSRU K/98

Subj: PROCEDURES FOR MEMBERS ORDERED TO CLASS "A" SCHOOL

- Ref:
- (a) Training and Education Manual, COMDTINST M1500.10B, Chapter 2
  - (b) Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Chapter 2
  - (c) Personnel Manual, COMDTINST M1000.6A, Chapter 4
  - (d) Military Personnel Data Records (PDR) System, COMDTINST M1080.10D, Enclosure (2)
  - (e) E-Mail ALPERSRU AL/95

Purpose                      This ALPERSRU clarifies procedures for effecting transfers to Class "A" school.

The process for effecting transfers to "A" School is prescribed, in part, in several manuals, including references (a) thru (e). This ALPERSRU consolidates those procedures.

The contents of this ALPERSRU should be disseminated to all persons involved in the PMIS/JUMPS system. The contents of this ALPERSRU will be included in future changes to reference (b).

Discussion                Transfer of members to or from Class "A" Schools is a complex process. Some of the most common difficulties seem to come from departing endorsement transactions that are unable to properly process because of incorrect:

- Duty Type (i.e., PERMDU versus TEMDU),
- Nature of Duty Code, (i.e., Duty versus Instruction),
- Departure date and or time,
- Travel time, or
- Destination OPFAC.

Departing endorsements are not always submitted in a timely manner. This results in:

- SDA-II member files not being transferred to the Training Center PERSRU,
  - delay of the reporting endorsement by the Training Center PERSRU.
  - detailers being unable to issue orders to graduates of "A" School.
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Some other issues important to the transfer process are:

- P620 transactions are required for TAD to "A" School but are sometimes not submitted.
- Members are, at times, being transferred with completed but not yet transmitted transactions in SDA-II; leave transactions seem to be the biggest problem here.
- PERSRU PDRs are not being forwarded appropriately.
- Members are not always being screened prior to transfer to "A" school to ensure they have sufficient obligated service, are in compliance with weight standards, etc.
- Some students are not being provided proper travel advances or airline tickets, and are being counseled incorrectly regarding travel entitlements.

Procedures      Orders to Class "A" School are issued by message from Coast Guard Personnel Command (epm-2). The message from CGPC (epm-2) directs whether the member's orders are PCS/TEMDUINS or TAD. Different procedures are necessary for these two types of orders.

#### **DEPARTING PROCEDURES FOR PCS/TEMDUINS TO "A" SCHOOL**

(1)      Ensure member is eligible/suitable for transfer per:

- Section 2.A. of reference ( a ),
- Section 4.B. of reference ( c ),
- COMDTINST M1020.8C, and
- ALDIST 077/97, i.e.:

Verify:

- (a)      Member has no military or civil disciplinary action pending, or personal problems (e.g., indebtedness) preventing attendance at school.
  - (b)      Member has not been awarded NJP, court-martial or civil conviction since submission of the "A" school training request.
  - (c)      Member has not refused or failed a urinalysis drug test.
  - (d)      Member is not performing below standard, i.e., has not received a marks characteristic average less than 3 or an unsatisfactory conduct mark.
  - (e)      Member is physically qualified for transfer.
    - Aviation "A" school personnel must have original aircrew member candidate physical filed in their health record.
    - Pregnant personnel must have a medical officer's statement that the member is physically capable to enter training, and will not enter the third trimester of pregnancy prior to completion of training.
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- (f) Member is in compliance with CG weight standards on the date of departure.
- (g) Member reenlists or extends to meet obligated service requirements. The message orders from the Coast Guard Personnel Command direct the applicable obligated service date (as of the date of the member's graduation from "A" School). Remember, if a member receives orders to an overseas billet upon completion of "A" School, the member will have to obligate for additional service on top of the obligated agreement the member signed to go to "A" School.
- (h) A performance evaluation is completed on member if 92 or more days have elapsed since the last performance evaluation was completed.
- (2) Generate appropriate PMIS/JUMPS transactions in the SDA-II PCS Departing Event, ensuring:
- (a) The member's orders reflect:
- PCS/TEMDUINS and
  - the Endorsement On Orders reflects Duty Type "TEMDU", and
  - Nature of Duty Code is "Instruction"
- (b) The remarks block of the orders are annotated to reflect:
- The member's weight.
  - The "A" school to which the member is ordered.
- (c) The orders and Endorsement reflect the correct
- departure date/time, and
  - the appropriate amount of travel time and
  - Training Center OPFAC.
- (d) Appropriate related transactions are prepared and timely transmitted, i.e.:
- L68 Endorsement On Orders.  
[Note: For reserve members, an R990 is prepared for active duty of less than 140 days; an L68 is prepared for active duty of 140 days or greater.]
  - H605 for advance pay, if applicable. Remember, a member may not receive more than 3 months advance pay for the entire PCS, (e.g., if the member is paid 3 months advance pay upon departure for "A" School, the member will not be paid advance pay upon departure from "A" School for the new PCS unit).
  - P606 if member clears government quarters.
  - L6EA and P800 for changes of address.
  - L6GA for change of direct deposit, if applicable.
  - L62/P154/P159/P198/P199 to meet obligated service requirements, if applicable.
- (3) Review the member's Transaction History in SDA-II, and ensure that all
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transactions are Approved and Transmitted.

- (4) Conduct review and document screening of Personnel Data Record per reference (d).
  - (5) Within 5 days of member's departure, mail the PERSRU PDR to the Training Center (PERSRU).
  - (6) Ensure the member is provided appropriate travel funds and assistance.
    - (a) Advance travel allowances may be paid to a member for travel from the permanent duty station to the Training Center locale.  
[NOTE: Members sent PCS/TEMDUINS to "A" School are NOT authorized government-funded travel back to their initial duty station; only members sent TAD to "A" School are authorized to return to their initial duty station.]
    - (b) Members are only authorized dependent travel to the Training Center locale if the course of instruction is 20 or more weeks duration (per U5203-B, Joint Federal Travel Regulations). For courses of less than 20 weeks duration, dependent travel is payable upon completion of Class "A" School from the original permanent duty station to the permanent duty station designated after Class "A" School.
    - (c) Dislocation allowance is not payable until the new permanent duty station is identified after Class "A" School (per U5630-C.5, Joint Federal Travel Regulations).
    - (d) Household goods and vehicle shipment entitlements are as prescribed in U5345-C.1 and U5405, Joint Federal Travel Regulations.
  - (7) If future pay/personnel transactions are received after the member's departure, ensure they are forwarded to the Training Center (PERSRU).
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## BACKGROUND INFORMATION FOR TAD TO “A” SCHOOL CHECKLISTS

- (1) Ensure member meets all requirements from paragraph (1) of Checklist For PCS/TEM DUINS.
  - (2) Generate appropriate PMIS/JUMPS transactions in the SDA-II TAD Event, ensuring:
    - (a) The member's orders reflect TAD.
    - (b) The remarks block of the orders are annotated to reflect:
      - The member's weight.
      - The "A" school to which the member is ordered.
    - (c) The orders reflect the correct:
      - departure date/time, and
      - amount of travel time and
      - Training Center OPFAC.
    - (d) Appropriate related transactions are prepared and timely transmitted, i.e.:
      - P606, if member clears government quarters.
      - L6EA and P800 for changes of address, if appropriate.
      - L6GA for change of direct deposit, if appropriate.
      - L62/P154/P159/P198/P199 to meet obligated service requirements.
      - P620, as outlined in the chart on page VI-82, PMIS Forms Guide, HRSICINST M5235.1, if the member is going TAD for less than 60 days. The “A” school PERSRU will prepare the P620 if the member is going TAD for 60 days or more.
      - L6BA, if the member is eligible for FSA-T, and is going TAD for less than 60 days. The “A” school PERSRU will prepare the L6BA if the TAD is for 60 days or more.
  - (3) The member is provided appropriate travel funds. If the member is provided an airline ticket, ensure the ticket is a round-trip ticket.
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- (4) Under reference (d), if the member is sent TAD for 60 days or more, the member will be serviced by the Training Center PERSRU. To effect this:
- Complete the “Admin Change to Servicing PERSRU Due to TAD” event in SDAII to generate a D100/VDE 47 to change the member's servicing PERSRU to the Training Center (PERSRU).
  - Conduct review and document screening of Personnel Data Record per reference (d). Within 5 days of member's departure, mail the PERSRU PDR to the Training Center (PERSRU).
  - Review the member's Transaction History in SDA-II, and ensure that all transactions are Approved and Transmitted.
  - If future pay/personnel transactions are received after the member's departure, ensure they are forwarded to the Training Center (PERSRU).

Note: Do not submit a D100 on members ordered to self-paced schools (YN and SK) because these members usually graduate within 60 days. Also do not submit a D100 on reserve members who are on active duty for less than 140 days where a R900 transaction is submitted.

- (5) For Class "A" Schools of 60 days or more duration, the Training Center PERSRU prepares a P620 transaction to record the start of TAD. Also, the Training Center PERSRU prepares an L6BA to start FSA-T if the member is eligible.
- (6) Leave taken by the member enroute to the Training Center is recorded by the responsible PERSRU by submission of an L63 transaction.
- The Training Center PERSRU submits the L63 if a D100 transaction was prepared.
  - The permanent duty station PERSRU submits the L63 if a D100 transaction was not prepared under paragraph (4) above.
- (7) For members sent TAD from a career sea pay or foreign duty pay eligible unit, a P625 transaction must be submitted on the 31st day of TAD to stop sea/foreign duty pay. This transaction is submitted by the responsible PERSRU, the:
- Training Center PERSRU if a D100 transaction was prepared;
  - permanent duty station PERSRU if a D100 transaction was not prepared.
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- (8) Upon completion of training, the Training Center PERSRU prepares a:
- P341 transaction to record training completion, and a
  - D100/VDE 47 to change the member's servicing PERSRU back to the original PERSRU (effective on the date the member departs the training command) if the member was TAD for 60 days or more.
- (9) The member's permanent duty station PERSRU prepares a:
- P620 transaction to close out the member's TAD, as outlined by the chart on page VI-82, PMIS Forms Guide, HRSICINST M5235.1, and
  - an L6BA transaction to stop FSA-T, if the member was authorized FSA-T while at "A" School.
- (10) Counsel the member that it is a good idea to submit a travel claim for the TAD prior to departing for the new permanent duty station.
- (11) If the member is reassigned to a new unit, the member's permanent duty PERSRU will record the member's PCS departure in PMIS/JUMPS.

[NOTE: It is critical that the P620 closing out TAD be submitted prior to the departing L68 to the new permanent duty station.]

Questions      Questions may be directed to the HRSIC Customer Service Team at 913-357-3540.

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Released by    /s/  
J. D. WILLIAMSON  
Executive Officer

Attachment: DEPARTING FOR TAD or PCS/TEM DUINS TO "A SCHOOL CHECKLIST

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## DEPARTING FOR TAD or PCS/TEM DUINS TO “A” SCHOOL CHECKLIST

Member's Name \_\_\_\_\_

SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Member is departing on (date) \_\_\_\_\_

To (Name of School) \_\_\_\_\_

OPFAC \_\_\_\_\_

Step	Verify	Completed
1	Member has no disqualifying condition: <ul style="list-style-type: none"> <li>NJP, Court-Martial or Civil conviction.</li> <li>Personal condition (indebtedness etc.)</li> </ul>	___ Yes ___ No
2	Member has not failed or refused an urinalysis drug test.	___ Yes ___ No
3	Member has not received a Conduct Mark below 3, nor a characteristic average less than 3 in any dimension.	___ Yes ___ No
4	Member is physically qualified for transfer.	___ Yes ___ No
5	Member meets CG weight standards.	___ Yes ___ No
6	Member meets obligated service requirement.	___ Yes ___ No
7	If needed, a performance evaluation is completed.	___ Yes ___ No
8	Member has received appropriate travel funds and assistance.	___ Yes ___ No
9	<p>The following SDAII Transactions, as applicable, have been completed:</p> <p><u>For All Orders: if applicable</u></p> <p>a) If member terminates government quarters (P606)</p> <p>b) Change of Address (L6EA &amp; P800)</p> <p>c) Change Direct Deposit (L6GA)</p> <p>d) Obligated Service (L62, P154, P159, P198, P199)</p> <p>e) For Reserve members:</p> <ul style="list-style-type: none"> <li>Less than 140 days (R990)</li> <li>140 days or more (L68)</li> </ul> <p><u>For PCS/TEM DUINST Orders: Also</u></p> <p>f) Endorsement on Order (L68) for USCG members and USCGR members on active duty over 139 days.</p> <p>g) R990 for USCGR members on ADT less than 140 days.</p> <p>h) H605 for advance pay if applicable.</p> <p><u>For TAD Orders of 60 or more days: Also</u></p> <p>i) D100/VDE 47 Administrative Change of PERSRU</p> <p><u>For TAD Orders of less than 60 days: Also</u></p> <p><i>Upon Departure</i></p> <p>j) P620</p> <p>k) L6BA, if eligible for FSA-T</p> <p><i>After Departure</i></p> <p>l) L63, to record leave enroute to “A” school</p> <p>m) P625, to stop sea/foreign duty pay on 31<sup>st</sup> day of TAD.</p> <p><u>For all TAD Orders - Upon Return from TAD</u></p> <p>n) P620</p> <p>o) L6BA, to stop FSA-T, if applicable</p> <p>p) L68 for transfer to new unit.</p>	<p>___ Yes ___ No</p> <p>Item verified:</p> <p>a) ___</p> <p>b) ___</p> <p>c) ___</p> <p>d) ___</p> <p>e) ___</p> <p>f) ___</p> <p>g) ___</p> <p>h) ___</p> <p>i) ___</p> <p>j) ___</p> <p>k) ___</p> <p>l) ___</p> <p>m) ___</p> <p>n) ___</p> <p>o) ___</p> <p>p) ___</p>
10	All applicable SDAII transactions are approved and transmitted.	___ Yes ___ No
11	Review PDR and mail within 5 days of member's departure. (unless TAD for less than 60 days)	___ Yes ___ No

Items on this Checklist have been verified and completed as applicable:

Signature of YN \_\_\_\_\_

Date: \_\_\_\_\_

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Subject: E-MAIL ALPERSRU L/98; COAST GUARD ENLISTMENT BONUS (EB) PROGRAM

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7220  
27 March 1998

E-mail ALPERSRU L/98

Subj: COAST GUARD ENLISTMENT BONUS (EB) PROGRAM

Ref: (a) Coast Guard Enlistment Bonus (EB) Program, COMDTINST 7220.40  
(b) COMDT COGARD Washington DC 271502Z Feb 98, ALDIST 045/98

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Background: Reference (a) implemented an Enlistment Bonus (EB) Program for the period of 1 December 1997 through 30 September 1998. The program is designed to help the Coast Guard attract and retain qualifying personnel in critical ratings to meet established recruiting goals.

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Discussion: This E-mail ALPERSRU provides procedures for preparation of transactions and clarifying information for payment and recoupment of Enlistment Bonuses (EBs).

1. The bonus is payable to both prior service personnel and non-prior service personnel. For personnel who are:

Prior service: prior service must have been in a service other than the Coast Guard.

Non-prior service: receive the bonus for affiliation with a critical rating and attending a guaranteed Class "A" school. In ratings for which there is no Class "A" school and for which an Enlistment Bonus is established, members may receive the bonus by qualifying in the rating through the striker program.

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2. To qualify for the Enlistment Bonus, members must;
    - agree to serve an initial active duty enlistment for a minimum of four years, and
    - must affiliate with a rating designated by Commandant as a critical rating.
  3. The new program cancels the bonus for FS “A” school graduates and strikers. The phase out period for the FS bonus is provided in reference (b).
  4. Members may only receive one of the following bonuses:
    - Coast Guard College Fund, or
    - Enlistment Bonus Program.

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Action:

1. FIRST INSTALLMENT PAYMENT

Non-Prior Service: TRACEN Cape May PERSRU initiates the payment process by completing a Pay Enlisted/Prior Service Incentive Bonus Event on the Miscellaneous Menu II screen of the General Records Maintenance Menu, at the completion of the member's recruit training.

Prior Service: The initial payment is input by members' servicing PERSRUs after successful processing of their accession transactions and member files have been received from HRSIC.

2. SUBSEQUENT INSTALLMENT PAYMENTS

Non-Prior Service: Subsequent installment payments are automatically made upon either completion of Class "A" school for members with a guaranteed school assignment or placement on the Striker Eligibility List for members with ratings that use the Striker Program.

Prior Service: Subsequent payments will be automatically paid upon completion of six months active service unless HRSIC is notified of unsatisfactory service via submission of action code P602.

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### 3. SYSTEM NOTES

SDA II: Edits require use of specific object codes for successful transmission and processing in PMIS/JUMPS. Object codes are:

- Prior Service 12654
- Non-prior Service 12653

The same event, "Pay Enlisted/Prior Service Incentive Bonus", is used by all PERSRUs to input initial payments.

PMIS/ JUMPS The new "Pay Enlisted/Prior Service Incentive Bonus" event will create a H600 transaction and build a segment 30 in PMIS/JUMPS.

Additional  
Information:

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#### 1. PERIODIC PAYMENTS

All Enlistment Bonuses that total less than \$7000, will be paid as described above, in two EQUAL installments. If a bonus totals greater than \$7000, the first payment will be \$7000. The remainder of the bonus will be automatically paid in equal monthly payments that begin upon completion of six months satisfactory service for prior service members or upon completion of Class "A" School or placement on the Striker Eligibility List for non prior service members. The monthly payments will extend over the remainder of the member's initial enlistment.

#### 2. LIMITATIONS ON THE USE OF BONUS INSTALLMENT TRANSACTIONS

The "Pay Enlisted/Prior Service Incentive Bonus" event shall only be used by PERSRUs for payment of enlistment bonuses under reference (a). It shall NOT be used for payment of selective reenlistment bonus or selected reserve enlistment/reenlistment/ prior service/affiliation bonuses.

#### 3. SUSPENSION/TERMINATION/RECOUPMENT PROCEDURES

- a) A P602 transaction is required to suspend/terminate EB eligibility
  - b) Bonuses paid, but not earned, will be recouped based on the effective date documented by the member's command (the date member's command determines eligibility status is lost). HRSIC will calculate amount of recoupment based upon time (days, months, and years) not served in critical rating and input an H605 transaction to initiate collection of the unearned bonus. See paragraph 9.b. of reference (a) for recoupment examples.
  - c) Conditions that terminate eligibility for EB are included on CG-3301V,
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STATEMENT OF UNDERSTANDING, and are summarized below:

- 1) Failure to complete recruit training
- 2) Failure to meet all physical standards for attending "A" school or Striker Program
- 3) Failure to complete "A" school due to misconduct or academic failure
- 4) Disenrollment from Striker Program due to academic, adaptability, or misconduct reasons
- 5) As a result of the member's fault, he/she; loses his/her rating designator or security clearance; refuses to perform duties, or is unable to perform duties due to illness or injury caused by own misconduct

d) Members will not have a prorated share of their bonus recouped if:

- 1) Involuntary discharge for reason of Convenience of the Government due to a reduction in force
- 2) Separation or retirement due to physical disability, illness, injury, or other impairment incurred in the line of duty and not due to misconduct
- 3) Dependency or hardship discharge
- 4) Discharge for purpose of immediate reenlistment, provided reenlistment is in eligible rating and term is for greater than the obligated service remaining to be served for payment of the EB
- 5) Members placed on weight probation shall have unpaid enlistment bonus installments suspended until the member meets allowable weight standards, Action Code 333, which is input by PERSRUs to record weight, will automatically suspend EB payments.

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Questions      If you have questions, please contact HRSIC's Customer Service Team at (913) 357-3540.

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Released By:    /s /  
J. D. WILLIAMSON  
Executive Officer

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7100  
15 April 1998

E-MAIL ALPERSRU M/98

SUBJ: PUERTO RICO TAX WITHHOLDING AGREEMENT

Ref: (a) PMIS Forms Guide, PPCINST M5235.1

Introduction	<hr/> <p>Public Law 105-34 amends 5 USC 5517 to authorize the Department of Treasury and Puerto Rico to enter into a tax withholding agreement.</p>
Change	<hr/> <p>If a member claims Puerto Rico as their state of legal residence and is assigned duty <b>in</b> the United States (the 50 states), only federal income tax should be withheld and not Puerto Rico tax.</p> <p>If the member is assigned duty <b>outside</b> the United States (the 50 states), Puerto Rico tax should be withheld and federal tax should not be withheld.</p>
Member Action	<hr/> <p>Members who have PR in the state code of segment 66 as of end-month April will receive a message on their LES that states: "Effective Apr 98, there is a tax agreement with Puerto Rico which applies only to members who claim PR as their state of legal residence &amp; are stationed outside the U.S. These members must fill out the PR tax form 499R-4.1 to begin PR withholding. Members who claim PR &amp; are stationed inside the U.S. will continue to only have federal taxes withheld."</p> <p>When a member is transferred outside the U.S., member must notify PERSRU to input a SDA-II transaction to begin Puerto Rico tax withholding.</p> <hr/>

PERSRU Action (mbr stationed <i>inside</i> U.S.)	PERSRUs need to ensure that the state tax event on SDA-II is input correctly. If a member is stationed in U.S., the state marital status, number of state exemptions, and state exemption status MUST BE BLANK. Currently, PERSRUs are submitting the state tax information transaction with the state marital status and number of state exemptions entered. This is not as indicated in reference (a) and with the new withholding agreement will cause Puerto Rico income tax to be withheld.
PERSRU Action (mbr stationed <i>outside</i> U.S.)	PERSRUs need to ensure that the state tax event is input correctly. If a member is stationed outside the U.S., the state marital status, number of state exemptions, and state exemption status must be completed.
Forms	Form 499R-4.1 may be ordered by calling (787) 724-1318 or faxing a request to (787) 722-6714.
Transaction Dates	The state tax information transaction must process in PMIS/JUMPS by the end-month compute cycle to be effective for a specific month (or the effective date of the tax change will default to the first day of the next month).
Questions	Questions should be referred to HRSIC' s Customer Service Team at (785) 357-3540.
Released by	/ s/ J. D. WILLIAMSON Executive Officer

2000  
28 May 1998

E-MAIL ALPERSRU N/98

SUBJ: CHANGE OF TCP/IP ADDRESS FOR TCC

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**Introduction**

The Department Of Transportation's Computer Center is called the TASC Computer Center (TCC). TCC is commonly referred to by the name of its former mainframe computer, AMDAHL, and is the host to PMIS/JUMPS.

The transmission control protocol/internet protocol (TCP/IP) address used to access PMIS/JUMPS on TCC's system is changing effective 1 June, 1998. This change only effects standard workstation III users.

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**Change**

The old TCP/IP addresses used to access TCC were 205.177.42.45 and 205.177.42.30. These old IP addresses will not work after 31 May, 1998.

The new single IP address that replaces both of the old IP addresses is 152.119.70.45, and can be used immediately. The new IP address must be used as of 1 June 1998.

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**PERSRU Action**

Workstation III users must perform the following steps to change the IP address for TCC:

- 1) Select "User Accessories" from the "Program Manager" screen.
- 2) Select "Telnet".
- 3) Click on "Connect" and "Remote System".
- 4) In the space next to "Host Name", type in "152.119.70.45".

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**Questions**

Questions should be referred to HRSIC's SDA II Maintenance Team at (785) 357-3651.

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Released by

/ /  
M. OMATSU  
By direction

7100  
10 JUL 1998

E-MAIL ALPERSRU 0/98

SUBJ: CORRECTION TO E-MAIL ALPERSRU M/98 ~PUERTO RICO TAX WITHHOLDING AGREEMENT

Ref: (a) E-mail ALPERSRU M/98

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Introduction	This ALPERSRU corrects the ~PERSRU Action! paragraph of refer members claiming Puerto Rico as their state of legal residence the U.S.
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PERSRU Action (mbr stationed inside U.S.)	PERSRUs need to ensure that the state tax event on SDA-II is input correctly. If a member is stationed in U.S., the state marital status and number of state exemptions must be blank. <b>Ho exemption status must have an "X".</b>
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Questions	Questions should be referred to HRSIC's Customer Service Team : 913-357-3540.
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Released by	//s// P. R. GAUTHIER Executive Officer
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7220  
24 July 1998

E-Mail ALPERSRU P/98

Subj: PROCEDURES FOR REPORTING ENTITLEMENT TO IMMINENT DANGER  
PAY AND COMBAT TAX EXCLUSION

Ref: (a) U. S. Coast Guard Pay Manual, COMDTINST M7220.29(series)  
(b) Personnel and Pay Procedures Manual, HRSICINST M IOOO.2  
(series)  
(c) E-Mail ALPERSRU R/97, Procedures for Reporting  
Entitlement to Imminent Danger Pay and Combat Tax  
Exclusion  
(d) ALDIST 029/98  
(e) Reenlistment Bonus Programs Administration, COMDTINST 7220.33 of  
29 DEC 88

Purpose

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This E-mail ALPERSRU clarifies entitlements to:

- Imminent danger pay (section 1)
- Combat tax exclusion (section 2)

The procedures for reporting these entitlements in PMIS/JUMPS are also provided.

Background

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This ALPERSRU is an update of reference (c). Tables listing areas qualified for Imminent Danger Pay (IDP) and Combat Tax Exclusion have been updated to reflect changes published in sections 4-H and 8-G of reference (d).

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Directives  
Affected

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Reference (c) is canceled.

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#### SECTION 1 -- Imminent Danger Pay

Introduction

Imminent Danger Pay is an entitlement to members who meet the special conditions described in reference (a). This special pay is in addition to any other pay and allowances a member may be entitled.

Qualified  
Areas for  
Imminent  
Danger Pay

Areas designated as qualifying for imminent danger pay are listed below.

Note: This table includes information which will be reflected in a future change to reference (a).

COUNTRY / AREA	COVERED AREAS	
	LAND	AIRSPACE ABOVE
Afghanistan	X	X
Albania	X	X
Algeria	X	
Angola	X	Note 1
Azerbaijan	X	
Bahrain	X	X
Bosnia-Herzegovina	X	X
Burundi	X	
Cambodia	X	
Columbia	X	
Croatia	X	X
Democratic Republic of the Congo	X	X
Egypt	X	
El Salvador	Note 2	
Georgia and Abkhazia	Note 3	
Greece; Athens only	Note 4	
Haiti	X	
Iran	X	
Iraq	X	X
Jordan	X	
Kuwait	X	X
Lebanon	X	
Liberia	Note 5	
Macedonia	X	X
Montenegro	X	X
Pakistan	Note 6	
Persian(Arabian)Gulf		X
Peru	X	
Qatar	X	X
Rwanda	X	
Saudi Arabia	X	X
Serbia	X	X
Sierra Leone	X	
Somalia	X	X
Sudan	X	X
Tajikistan	X	
Turkey	Note 7	
Zaire (Democratic Republic of the Congo)	X	

- Note 1: THE FOLLOWING AREAS WERE TERMINATED EFFECTIVE 1 MAR 1998 BY REF (d):
- CHAD
  - MOZAMBIQUE
  - YEMEN
- ANGOLA (both air and land space were terminated on 28 FEB 98, but the land area was immediately redesignated with an effective date of 1 MAR 1998)
- Note 2: EL SAVADOR - EFFECTIVE 15 JUL 97, LAND AREA, EXCEPT COMPALAPA INTERNATIONAL AIRPORT AND ILOPANGO AIR BASE.
- Note 3: GEORGIA AND ABKHAZIA - THE LAND AREA LYING NORTH OF 42 DEGREES NORTH LATITUDE AND WEST OF 43 DEGREES EAST LONGITUDE EFFECTIVE 28 JAN 1997.
- Note 4: GREECE - THE LAND AREA WITHIN A 14-KM RADIUS FROM THE CENTER OF ATHENS (37-58N, 23-43E) EFFECTIVE 29 JAN 1997.
- Note 5: LIBERIA - EFFECTIVE 6 JUN 1990, LAND AREA ONLY. REF A ERRONEOUSLY LISTS AIRSPACE THEREOVER.
- Note 6: PAKISTAN - EFFECTIVE 26 NOV 96, ALL OF PAKISTAN'S LAND AREA WAS DESIGNATED VICE THE PARTIAL LAND AREA CONTAINED IN REF A.
- Note 7: TURKEY - EFFECTIVE 1 MAR 98, LAND AREA EXCLUDING THE TURKISH STRAITS (i.e., the Dardanelles, the Sea of Marmara, and the Bosphorus Straits) AND INCLUDING THE LIMITED AIRSPACE SOUTH OF 37 DEGREES 45 MINUTES NORTH, AND EAST TO THE TURKEY IDP AREA DESIGNATION.

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Rules for  
Imminent  
Danger Pay

The following rules apply when determining entitlement to Imminent Danger Pay:

- A member who serves on official duty in one of the designated areas for any part of a month is entitled to imminent danger pay for the entire month.

Exception: Entitlement is on a Day-for-Day basis if the member enters a non-pay status or is separated during the month. Drilling reservists receive imminent danger pay on a daily basis.

- In those areas where airspace is designated, personnel who fly through the area are eligible for payment if the members are assigned to official temporary duty to the airspace of the combat zone.

Amount of  
Imminent  
Danger Pay

The current monthly rate of imminent danger pay is \$150.00.

Procedure  
For Payment  
Of Imminent  
Danger Pay

This is the procedure utilized when a member qualifies for or loses entitlement to imminent danger pay

Step	Action	
1	The unit commanding officer sends a letter or message to the PERSRU authorizing Hostile Fire (Imminent Danger) Pay. In addition to the name, rank, SSN and area of hostile activity, include one of these entitlements in the letter:	
	Entitlement	Description
	Continuing	If starting, include: <ul style="list-style-type: none"><li>• Date the event occurred (e.g., reporting date)</li><li>• Statement indicating the member is entitled on an on going basis.</li></ul> If stopping, include: <ul style="list-style-type: none"><li>• Date the event occurred (e.g., departing date)</li><li>• Statement indicating the exact nature for termination</li></ul>
	One time	Include: <ul style="list-style-type: none"><li>• Date the event occurred (e.g., date member was in a hostile encounter)</li><li>• Statement indicating the member is entitled on a one time basis.</li></ul>
2	The PERSRU submits an SDA II Start Pay transaction for imminent danger pay. There are two options available:  <b>Option 1:</b> Imminent Danger pay for a single month only <b>Option 2:</b> Continuous Imminent Danger Pay until submission of a subsequent stop transaction.	



## SECTION 2 – Combat Tax Exclusion

**Introduction** Certain income earned by members of the Armed Forces while in a combat zone designated by the President is not subject to withholding of federal or state income tax.

**Qualified Areas For Combat Tax Exclusion** Section 8-G-2 of reference (a) designates combat zones which qualify for federal income tax exclusion. The current designated areas are:

COUNTRY / AREA	COVERED AREAS INCLUDE:			
	LAND	INLAND WATERS	COASTAL WATERS	AIRSPACE ABOVE
Arabian Sea			See Ref A	X
Bahrain	X		X	X
Bosnia-Herzegovina	X			X
Croatia	X			X
Gulf of Aden			All Gulf	X
Gulf of Oman			All Gulf	X
Iraq	X		X	X
Kuwait	X		X	X
Oman	X		X	X
Macedonia	X			X
Persian Gulf			All Gulf	X
Qatar	X		X	X
Red Sea			All Sea	X
Saudi Arabia	X		X	X
United Arab Emirates	X		X	X

**Rules for Combat Tax Exclusion**

The following rules apply when determining income tax exclusion for duty in a combat zone.

- A member who is present on official duty in a combat zone, no matter how brief, qualifies for combat tax exclusion for that month.

**Exception:** Members on TAD or leave away from a zone during an entire calendar month, are not entitled to tax exclusion for that month.

- When the airspace over a combat zone is included as part of the zone, members who pass over or through the combat zone during the course of a trip between two points, both of which lie outside the zone, are entitled to an exclusion only if the members are assigned to official temporary duty to the airspace of the combat zone or qualify for hostile fire/imminent danger pay as a result of the flight.
- Members performing military duties in areas outside a designated combat zone in support of military operations in a combat zone, who qualify for imminent danger pay, also qualify for combat tax exclusion.

#### Amount of Combat Tax Exclusion

For enlisted members and warrant officers, all taxable military pay items earned by a member during a month while serving in a combat zone are excluded from federal and state taxation.

For officers O-1 and above, the first \$4,346.40 per month of taxable military pay items are excluded from federal taxation.

Note 1: The \$4,346.40 figure increases annually to match the current base pay rate for an E-1O.

Note 2: Imminent danger pay (if entitled) is not included in the \$4,346.40 ceiling.

Members entitled to combat tax exclusion will not have any Federal/State income tax withheld from the exempted amount of their pay. Voluntary withholding of this amount is not permitted.

#### PERSRU Procedures

The PERSRU shall submit a Start Pay transaction for combat tax exclusion. There are two options available:

- Combat Tax Exclusion for a single month only.
- Continuous Combat Tax Exclusion until submission of a subsequent stop transaction.

#### Extension of filing date for tax returns

Members serving in a combat zone are allowed an extension of up to 180 days to file their federal income tax return, as described in Section 8-G-7 of reference (a).

The due date for filing state tax returns is regulated by each state. Members serving in a combat zone should contact their state tax office regarding the postponement of filing state tax returns.

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Wages  
Associated  
With Leave  
Earned While  
In A Combat  
Zone

Leave earned by a member in a combat tax exclusion zone is not taxed when that leave is used.

Example: If a member serves in a combat tax exclusion zone from 10 March to 20 April 1998, the member earns two months of tax exclusion benefits and 5 days of tax-free leave (provided the member was on active duty the entire month). When the member uses those 5 days leave, the compensation paid the member while on leave is excludable from taxable gross income.

The following rules apply to tax-free leave:

- For officers 0-1 and above, the TOTAL of combat-free wages plus combat-free leave earned during a given month may not exceed \$4,346.40 (without IDP) or \$4,496.40 (with IDP).
- Leave earned in a combat tax exclusion zone is the FIRST leave used after leaving the combat tax exclusion zone.
- Leave earned in a combat tax exclusion zone that is used during a month a member is in a combat tax exclusion status is counted as part of the tax-free wages for that month.

Example: If an individual is in a combat zone from 10 March to 20 April 1998, and takes five days leave during May 1998, the compensation paid the member while on leave is tax-free. However, if this member takes five days leave during April 1998, the member receives no additional tax advantage for the five days of leave.

- Members who have combat leave who do not use such leave prior to separation are entitled to receive the tax benefit when selling leave, as detailed in chapter 10 of reference (a).

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## SRB BENEFIT

Combat tax exclusion applies to the initial payment and future installment payment of a SRB associated with a reenlistment or extension executed while a member is serving in a combat zone or during any part of a month when a member served in a combat zone. If possible, it is usually best financially for a SRB eligible member to reenlist or begin serving under an extension during a month when eligible for combat tax exclusion. For example:

MK3 Jones enlisted in the CG on 8 August 1992. Due to an extension, his current expiration of enlistment is 14 October 1998. Currently, the MK rating has a Zone A SRB multiple of 1. Since MK3 Jones was aboard his unit while it was underway in the Persian Gulf from 5 April 1998 to 4 June 1998, MK3 Jones is eligible for both Imminent Danger Pay and Combat Tax Exclusion for the months of April, May, and June 1998. Per reference (e), MK3 Jones' Commanding Officer is authorized to effect early discharge and reenlist MK3 Jones 3 months prior to his 6<sup>th</sup> anniversary date (8 August 1998) for the purpose of qualifying for a Zone A SRB. If a date selected to effect the early discharge and reenlistment is in June 1998, MK3 Jones' SRB payments will be reduced by the portion of unserved service obligation (up through 14 October 1998), but it is not subject to Federal (28%) and state income tax withholding. Please review reference (e) carefully to ensure all criteria is being met.

## Questions

Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.

Released by /s/

PAUL GAUTHIER  
Executive Officer

7220  
24 JUL 1998

E-MAIL ALPERSRU Q/98

SUBJ: OFFICER UNIFORM ALLOWANCE FOR ACADEMY GRADUATES

Ref: (a) Coast Guard Pay Manual, COMDTINST M7220.29

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Background Reference (a) authorizes a one time clothing allowance of \$200.00 upon first appointment as an officer (temporary or regular) or warrant officer.

Regular officers who have graduated from the Coast Guard Academy since 1995 have not been paid the Officer Uniform Allowance due to an oversight in the process of migrating Academy Cadet pay on to JUMPS.

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Action HRSIC has completed a query to identify all affected regular officers who have not been paid their clothing allowance. HRSIC will input transactions to pay all affected officers the uniform allowance on the 31 Jul 98 pay day. Clothing Maintenance Allowance (CMA) dates, on page one of Fixed Data Fields in JUMPS, for all officers will also be set. The CMA date for 1998 graduates of the Coast Guard Academy will be 980520 and graduates of prior years will all have a CMA date of 980720. CMA dates are not used for officers. No PERSRU action is required.

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Questions If you have questions, please contact HRSIC's Customer Service Team at (785) 357-3540.

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Released by

/ /  
PAUL GAUTHIER  
Executive Officer

7220  
27 July 1998

E-Mail ALPERSRU R/98

Subj: CORRECTION TO ALPERSRU P/98 - PROCEDURES FOR REPORTING  
ENTITLEMENT TO IMMINENT DANGER PAY AND COMBAT TAX  
EXCLUSION

Ref: (a) U. S. Coast Guard Pay Manual, COMDTINST M7220.29(series)  
(b) Personnel and Pay Procedures Manual, HRSICINST MIOOO.2  
(series)  
(c) E-Mail ALPERSRU R/97, Procedures for Reporting  
Entitlement to Imminent Danger Pay and Combat Tax  
Exclusion  
(d) ALDIST 029/98  
(e) Reenlistment Bonus Programs Administration, COMDTINST 7220.33 of  
29 DEC 88

Purpose This E-mail ALPERSRU corrects the Democratic Republic of the  
Congo by removing the airspace above covered area.  
This E-mail ALPERSRU clarifies entitlements to:

- Imminent danger pay (section 1)
- Combat tax exclusion (section 2)

The procedures for reporting these entitlements in PMIS/JUMPS  
are also provided.

Background This ALPERSRU is an update of reference (c). Tables  
listing areas qualified for Imminent Danger Pay (IDP)  
and Combat Tax Exclusion have been updated to reflect  
changes published in sections 4-H and 8-G of reference (d).

Directives Reference (c) is canceled.  
Affected

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#### SECTION 1 -- Imminent Danger Pay

Introduction Imminent Danger Pay is an entitlement to members who meet the  
special conditions described in reference (a). This special pay is in  
addition to any other pay and allowances a member may be  
entitled.

Qualified  
Areas for  
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Areas designated as qualifying for imminent danger pay are listed below.

Note: This table includes information which will be reflected in a future change to reference (a).

COUNTRY / AREA	COVERED AREAS	
	LAND	AIRSPACE ABOVE
Afghanistan	X	X
Albania	X	X
Algeria	X	
Angola	X	Note 1
Azerbaijan	X	
Bahrain	X	X
Bosnia-Herzegovina	X	X
Burundi	X	
Cambodia	X	
Columbia	X	
Croatia	X	X
Democratic Republic of the Congo (Zaire)	X	
Egypt	X	
El Salvador	Note 2	
Georgia and Abkhazia	Note 3	
Greece; Athens only	Note 4	
Haiti	X	
Iran	X	
Iraq	X	X
Jordan	X	
Kuwait	X	X
Lebanon	X	
Liberia	Note 5	
Macedonia	X	X
Montenegro	X	X
Pakistan	Note 6	
Persian(Arabian)Gulf		X
Peru	X	
Qatar	X	X
Rwanda	X	
Saudi Arabia	X	X
Serbia	X	X
Sierra Leone	X	
Somalia	X	X
Sudan	X	X
Tajikistan	X	
Turkey	Note 7	
Zaire (Democratic Republic of the Congo)	X	

- Note 1: THE FOLLOWING AREAS WERE TERMINATED EFFECTIVE 1 MAR 1998 BY REF (d):
- CHAD
  - MOZAMBIQUE
  - YEMEN
- ANGOLA (both air and land space were terminated on 28 FEB 98, but the land area was immediately redesignated with an effective date of 1 MAR 1998)
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Rules for  
Imminent  
Danger Pay

The following rules apply when determining entitlement to Imminent Danger Pay:

- A member who serves on official duty in one of the designated areas for any part of a month is entitled to imminent danger pay for the entire month.

Exception: Entitlement is on a Day-for-Day basis if the member enters a non-pay status or is separated during the month. Drilling reservists receive imminent danger pay on a daily basis.



- In those areas where airspace is designated, personnel who fly through the area are eligible for payment if the members are assigned to official temporary duty to the airspace of the combat zone.

Amount of  
Imminent  
Danger Pay

The current monthly rate of imminent danger pay is \$150.00.

Procedure  
For Payment  
Of Imminent  
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This is the procedure utilized when a member qualifies for or loses entitlement to imminent danger pay

Step	Action	
1	The unit commanding officer sends a letter or message to the PERSRU authorizing Hostile Fire (Imminent Danger) Pay. In addition to the name, rank, SSN and area of hostile activity, include one of these entitlements in the letter:	
	Entitlement	Description
	Continuing	If starting, include: <ul style="list-style-type: none"><li>• Date the event occurred (e.g., reporting date)</li><li>• Statement indicating the member is entitled on an on going basis.</li></ul> If stopping, include: <ul style="list-style-type: none"><li>• Date the event occurred (e.g., departing date)</li><li>• Statement indicating the exact nature for termination</li></ul>
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2	The PERSRU submits an SDA II Start Pay transaction for imminent danger pay. There are two options available:  <b>Option 1:</b> Imminent Danger pay for a single month only <b>Option 2:</b> Continuous Imminent Danger Pay until submission of a subsequent stop transaction.	

## SECTION 2 – Combat Tax Exclusion

**Introduction** Certain income earned by members of the Armed Forces while in a combat zone designated by the President is not subject to withholding of federal or state income tax.

**Qualified Areas For Combat Tax Exclusion** Section 8-G-2 of reference (a) designates combat zones which qualify for federal income tax exclusion. The current designated areas are:

COUNTRY / AREA	COVERED AREAS INCLUDE:			
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Croatia	X			X
Gulf of Aden			All Gulf	X
Gulf of Oman			All Gulf	X
Iraq	X		X	X
Kuwait	X		X	X
Oman	X		X	X
Macedonia	X			X
Persian Gulf			All Gulf	X
Qatar	X		X	X
Red Sea			All Sea	X
Saudi Arabia	X		X	X
United Arab Emirates	X		X	X

**Rules for Combat Tax Exclusion** The following rules apply when determining income tax exclusion for duty in a combat zone.

- A member who is present on official duty in a combat zone, no matter how brief, qualifies for combat tax exclusion for that month.

**Exception:** Members on TAD or leave away from a zone during an entire calendar month, are not entitled to tax exclusion for that month.

- When the airspace over a combat zone is included as part of the zone, members who pass over or through the combat zone during the course of a trip between two points, both of which lie outside the zone, are entitled to an exclusion only if the members are assigned to official temporary duty to the airspace of the combat zone or qualify for hostile fire/imminent danger pay as a result of the flight.
- Members performing military duties in areas outside a designated combat zone in support of military operations in a combat zone, who qualify for imminent danger pay, also qualify for combat tax exclusion.

#### Amount of Combat Tax Exclusion

For enlisted members and warrant officers, all taxable military pay items earned by a member during a month while serving in a combat zone are excluded from federal and state taxation.

For officers O-1 and above, the first \$4,346.40 per month of taxable military pay items are excluded from federal taxation.

Note 1: The \$4,346.40 figure increases annually to match the current base pay rate for an E-10.

Note 2: Imminent danger pay (if entitled) is not included in the \$4,346.40 ceiling.

Members entitled to combat tax exclusion will not have any Federal/State income tax withheld from the exempted amount of their pay. Voluntary withholding of this amount is not permitted.

#### PERSRU Procedures

The PERSRU shall submit a Start Pay transaction for combat tax exclusion. There are two options available:

- Combat Tax Exclusion for a single month only.
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Members serving in a combat zone are allowed an extension of up to 180 days to file their federal income tax return, as described in Section 8-G-7 of reference (a).

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Wages  
Associated  
With Leave  
Earned While  
In A Combat  
Zone

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Example: If a member serves in a combat tax exclusion zone from 10 March to 20 April 1998, the member earns two months of tax exclusion benefits and 5 days of tax-free leave (provided the member was on active duty the entire month). When the member uses those 5 days leave, the compensation paid the member while on leave is excludable from taxable gross income.

The following rules apply to tax-free leave:

- For officers 0-1 and above, the TOTAL of combat-free wages plus combat-free leave earned during a given month may not exceed \$4,346.40 (without IDP) or \$4,496.40 (with IDP).
- Leave earned in a combat tax exclusion zone is the FIRST leave used after leaving the combat tax exclusion zone.
- Leave earned in a combat tax exclusion zone that is used during a month a member is in a combat tax exclusion status is counted as part of the tax-free wages for that month.

Example: If an individual is in a combat zone from 10 March to 20 April 1998, and takes five days leave during May 1998, the compensation paid the member while on leave is tax-free. However, if this member takes five days leave during April 1998, the member receives no additional tax advantage for the five days of leave.

- Members who have combat leave who do not use such leave prior to separation are entitled to receive the tax benefit when selling leave, as detailed in chapter 10 of reference (a).

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## SRB BENEFIT

Combat tax exclusion applies to the initial payment and future installment payment of a SRB associated with a reenlistment or extension executed while a member is serving in a combat zone or during any part of a month when a member served in a combat zone. If possible, it is usually best financially for a SRB eligible member to reenlist or begin serving under an extension during a month when eligible for combat tax exclusion. For example:

MK3 Jones enlisted in the CG on 8 August 1992. Due to an extension, his current expiration of enlistment is 14 October 1998. Currently, the MK rating has a Zone A SRB multiple of 1. Since MK3 Jones was aboard his unit while it was underway in the Persian Gulf from 5 April 1998 to 4 June 1998, MK3 Jones is eligible for both Imminent Danger Pay and Combat Tax Exclusion for the months of April, May, and June 1998. Per reference (e), MK3 Jones' Commanding Officer is authorized to effect early discharge and reenlist MK3 Jones 3 months prior to his 6<sup>th</sup> anniversary date (8 August 1998) for the purpose of qualifying for a Zone A SRB. If a date selected to effect the early discharge and reenlistment is in June 1998, MK3 Jones' SRB payments will be reduced by the portion of unserved service obligation (up through 14 October 1998), but it is not subject to Federal (28%) and state income tax withholding. Please review reference (e) carefully to ensure all criteria is being met.

## Questions

Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.

Released by /s/

PAUL GAUTHIER  
Executive Officer

E-MAIL ALPERSRU S/98

Subj: PROTECTED BAS/SEPRATS

Ref: (a) ALDIST 178/98  
(b) ALPERSRU K/97

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**Introduction**

Reference (a) provides that effective 1 January 1998, members entitled to regular BAS or SEPRATS at their permanent unit who perform TAD shall continue to receive regular BAS or SEPRATS while TAD.

If the member consumes meals at the Coast Guard dining facility at the TAD site, the member must pay the galley for meals provided. If the member does not pay the galley bill, the galley will send a Pay Adjustment Authorization (PAA), DD Form 139, to HRSIC for recoupment of the meal charges.

This change does not apply to reservists on ADT because they have no continuing permanent duty station subsistence entitlement.

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**Summary of  
new subsistence  
entitlement**

Below is a summary of the new subsistence entitlements. The abbreviations used are:

- \*EUM - Essential Unit Messing (Includes Basic Training, Class "A" Schools and OCS), or other unit where so declared by appropriate authority.
- \*\*TAA - Temporary Assignment Afloat
- \*\*TFA - Temporary Field Assignment and includes units subsisted under field conditions

\*\*\*NOTE: Members undergoing basic training or non-prior CG or CGR at OCS are not entitled to partial BAS or any other subsistence allowance other than RIK.

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SCENARIO NUMBER	IF MBRS PERMDU ENTITLEMENT IS	TAD SITE IS			THEN MBR'S TAD SUBSISTENCE ENTITLEMENT IS
		AND ANY	EUM*, TAA/TFA**	ALL OTHER	
1	Regular BAS	X			<ul style="list-style-type: none"> <li>Regular BAS continuously.</li> <li>Member will be charged for government meals if provided.</li> <li>Galley will send HRSIC (MAS) PAA if member does not pay.</li> </ul>
2	SEPRATS	X			<ul style="list-style-type: none"> <li>SEPRATS continuously.</li> <li>Member will be charged for government meals if provided.</li> <li>Galley will send HRSIC (MAS) PAA if member does not pay</li> </ul>
3	PARTIAL BAS ***			X	<ul style="list-style-type: none"> <li>SEPRATS-T continuously</li> <li>Member will be charged for government meals if provided.</li> <li>Galley will send HRSIC (MAS) PAA if member does not pay.</li> </ul>
4	PARTIAL BAS		X		<ul style="list-style-type: none"> <li>SEPRATS-T for days of travel and Partial BAS while at the TAD site.</li> </ul>

#### **PERSRU ACTION**

For scenarios 1 and 2 above, do NOT submit Temporary Additional Duty (TAD) subsistence transactions, e.g., P620, P607, or P625. If the member is TAD to sea, submit a Start/Resume Pay and Allowances (P607) to start career sea pay and a Stop Pay and Allowance transaction (P625) to stop career sea pay. Entitlement to BAS or SEPRATS will continue uninterrupted.

For scenario 3, submit a change BAS transaction (P620). Entitlement to SEPRATS-T will continue uninterrupted.

If TAD is less than 30 days, use the “change BAS...due to TAD” transaction when the member returns to the permanent duty station. The messing status of the PERMDU unit should be “B” (rations in kind) and the messing status of the TAD unit should be “B” (non-essential messing unit). On screen 2, enter the PERMDU depart date, the TAD report date, and the PERMDU report date. This is equivalent to using VDE’s 01, 02, 05, 06, and 99.

**PERSRU  
ACTION  
(continued)**

If TAD is 30 days or greater, use the “change BAS...due to TAD” transaction when the member departs the permanent duty unit. The messing status of the TAD unit should be “B” (non-essential messing unit). On screen 2, enter the PERMDU depart date. This is equivalent to using VDE’s 01, 02, and 99. When the member returns to the permanent duty unit, use PERMDU report date and “B” (rations in kind) in the messing status of PERMDU unit. This is equivalent to using VDE’s 05, 06, and 99.

For scenario 4, submit a change BAS transaction (P620). Use the “change BAS...due to TAD” screen.

If TAD is less than 30 days, the messing status of PERMDU should be “B” (rations in kind) and the messing status of the TAD unit should be “A” (essential messing unit). On screen 2, enter the PERMDU depart date, the TAD report date, the TAD depart date and the PERMDU report date when the member returns to the permanent duty unit. Also, use screen 3 if the TAD is to a vessel. This is equivalent to using VDE’s 01, 02, 03, 04, 05, 06, and 99 (and VDE’s 11, 12, 13 if a ship) when the member returns to the permanent duty unit.

If TAD is 30 days or greater, when the member reports to the TAD unit, the messing status of the TAD unit should be “A” (essential messing unit). On screen 2, enter the PERMDU depart date and TAD report date and screen 3 (vessel report date and sea duty district and sea duty OPFAC) if TAD to a ship. This is equivalent to using VDE’s 01, 02, 03, and 99 (and 11 and 13 if ship). When the member returns to the permanent duty unit, use TAD depart date, PERMDU report date and “B” (rations in kind) in the messing status of the PERMDU unit. If TAD to a ship, use vessel depart date on screen 3. This is equivalent to using VDE’s 04, 05, 06, and 99 (and 12 if ship).

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**Effective Date  
of New  
Procedures**

PERSRUs shall use the above procedures for all TAD that begins 1 August 1998 or later. HRSIC will make adjustments for all members who went TAD between 1 January and 31 July 1998 and remained entitled to regular BAS or SEPRATS. Members can expect to receive back pay not later than their 30 October 1998 payment.

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**LES Remarks**

If a galley submits a PAA to HRSIC, the member’s pay will be debited and reflected on the member’s LES. A new object code of D045D will be used for the TAD BAS meal checkage and the LES remark will be BAS MEALS.

A new object code of D045E will be used for the TAD SEPRATS checkage and the LES remark will be SEPRATS MEALS.

Meal charges must not exceed the daily discounted rate of \$6/day in FY 98; but may be less if charged only for meals actually taken.



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**Additional Info** The special procedures for mobile units in reference (b) continue in effect with one exception. Members assigned to mobile units who receive BAS or SEPRATS at their permanent unit who go TAD to sea will continue to receive BAS/SEPRATS while at sea. No transactions should be submitted to change the members' subsistence entitlement while on TAD.

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**Questions** Questions should be referred to HRSIC's Customer Service Team at 785-357-3540.

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**Released by** PAUL GAUTHIER  
Executive Officer

1530  
20 August 1998

E-MAIL ALPERSRU T/98

Subj: OFFICER CANDIDATE SCHOOL RELOCATION

Ref: (a) ALDIST 170/98

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Background Reference (a) announced the relocation of Officer Candidate School (OCS) from RTC Yorktown to the newly established Leadership Development Center (LDC) at the Academy in New London, CT, effective 1 Jul 98.

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Action The Academy PERSRU (60-60100-90) has replaced the Yorktown PERSRU (75-63100-49) as the servicing PERSRU for members attending Officer Candidate School (OCS).

PERSRUs transferring members to OCS for Officer Candidate School (or direct commissioning indoctrination) shall continue to transfer the members to OPFAC 98-03504. Continued use of the OCS OPFAC will ensure that SDA II member files are transferred to the proper servicing unit.

PERSRUs are NOT to transfer members departing to become officer candidates to the CG Academy OPFAC (60-60100).

PERSRUs transferring members to become staff instructors at LDC in support of OCS (permanent party) should use the OPFAC 60-60100 as the unit ID in the Departing Endorsement.

If PERSRUs have transferred members to OCS to become officer candidates, since 1 Jul 98, and entered a unit ID of other than 98-03504, they must submit a correction to the original Endorsement on Orders to change the unit ID to 98-03504.

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Questions If you have questions, please contact HRSIC's Customer Service Team at (785) 357-3540.

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Released by

Paul Gauthier  
Executive Officer

E-MAIL ALPERSRU U/98

SUBJ: PMIS/JUMPS PROCESSING SCHEDULE FOR OCT 98 THROUGH SEP 99

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Processing Schedule      PMISIJUMPS cutoff dates for processing transactions (including allotments) for the Paydays shown are as follows:

<b>PAYDAY</b>	<b>POLLING CUTOFF</b>	<b>FIRST UPDATE</b>	<b>POLLING CUTOFF</b>	<b>FINAL UPDATE</b>
THU 15-Oct-98	WED 2100 23-Sep-98	THU 24-Sep-98	THU 2100 1-Oct-98	FRI 2-Oct-98
FRI 30-Oct-98	THU 2100 8-Oct-98	FRI 9-Oct-98	MON 2100 19-Oct-98	TUE 20-Oct-98
FRI 13-Nov-98	MON 2100 26-Oct-98	TUE 27-Oct-98	MON 2100 2-Nov-98	TUE 3-Nov-98
TUE 1-Dec-98	MON 2100 9-Nov-98	TUE 10-Nov-98	TUE 2100 17-Nov-98	WED 18-Nov-98
TUE 15-Dec-98	TUE 2100 24-Nov-98	WED 25-Nov-98	WED 2100 2-Dec-98	THU 3-Dec-98
THU 31-Dec-98	WED 2100 9-Dec-98	THU 10-Dec-98	WED 2100 16-Dec-98	THU 17-Dec-98
FRI 15-Jan-99	TUE 2100 22-Dec-98	WED 23-Dec-98	MON 2100 4-Jan-99	TUE 5-Jan-99
MON 1-Feb-99	MON 2100 11-Jan-99	TUE 12-Jan-99	TUE 2100 19-Jan-99	WED 20-Jan-99

FRI	TUE 2100	WED	TUE 2100	WED
12-Feb-99	26-Jan-99	27-Jan-99	2-Feb-99	3-Feb-99
MON	MON 2100	TUE	TUE 2100	WED
1-Mar-99	8-Feb-99	9-Feb-99	16-Feb-99	17-Feb-99
MON	TUE 2100	WED	TUE 2100	WED
15-Mar-99	23-Feb-99	24-Feb-99	2-Mar-99	3-Mar-99
THU	WED 2100	THU	SUN 2100	MON
1-Apr-99	10-Mar-99	11-Mar-99	21-Mar-99	22-Mar-99
THU	MON 2100	TUE	MON 2100	TUE
15-Apr-99	29-Mar-99	30-Mar-99	5-Apr-99	6-Apr-99
FRI	MON 2100	TUE	MON 2100	TUE
30-Apr-99	12-Apr-99	13-Apr-99	19-Apr-99	20-Apr-99
FRI	MON 2100	TUE	MON 2100	TUE
14-May-99	26-Apr-99	27-Apr-99	3-May-99	4-May-99
TUE	MON 2100	TUE	TUE 2100	WED
1-Jun-99	10-May-99	11-May-99	18-May-99	19-May-99
TUE	TUE 2100	WED	WED 2100	THU
15-Jun-99	25-May-99	26-May-99	2-Jun-99	3-Jun-99
THU	WED 2100	THU	WED 2100	THU
1-Jul-99	9-Jun-99	10-Jun-99	16-Jun-99	17-Jun-99
THU	WED 2100	THU	FRI 2100	TUE
15-Jul-99	23-Jun-99	24-Jun-99	2-Jul-99	6-Jul-99

FRI 30-Jul-99	MON 2100 12-Jul-99	TUE 13-Jul-99	MON 2100 19-Jul-99	TUE 20-Jul-99
FRI 13-Aug-99	MON 2100 26-Jul-99	TUE 27-Jul-99	TUE 2100 3-Aug-99	WED 4-Aug-99
WED 1-Sep-99	TUE 2100 10-Aug-99	WED 11-Aug-99	WED 2100 18-Aug-99	THU 19-Aug-99
WED 15-Sep-99	WED 2100 25-Aug-99	THU 26-Aug-99	WED 2100 1-Sep-99	THU 2-Sep-99
FRI 1-Oct-99	THU 2100 9-Sep-99	FRI 10-Sep-99	MON 2100 20-Sep-99	TUE 21-Sep-99

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\* The Transmittal Cutoff Time for every Cutoff Date is 2100 (9:00 PM) Central Standard Time.

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Released By

PaulGauthier  
Executive Officer

**E-Mail ALPERSRU V/98**

**Subj: SPECIAL DUTY ASSIGNMENT PAY FOR 1 OCTOBER 1998 (FY-99)**

**Background**

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ALDIST 212/98 published new Special Duty Assignment Pay (SDAP) rates and eligibility requirements effective 1 October 1998.

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**PERSRU Action**

An SDA II Start SDAP Transaction must be submitted for each member who remains eligible or becomes eligible under the new rules to receive SDAP on 1 October 1998 or thereafter.

The following process applies:

1. All open, current PMIS/JUMPS SDAP Segments will be closed automatically effective 30 September 1998. **NO PERSRU ACTION** is required for this stop action.
2. PERSRUs must submit Start SDAP Transactions (Option "A" from the Pay Adjustments Menu in SDA II) for members who are eligible for SDAP (IAW ALDIST 212/98) on 1 October 1998.

IMPORTANT NOTE: SDA II will be updated with codes for the new SDAP categories on 21 September 1998. A P607 must be input after the SDA II update but prior to the 2 October 1998 cutoff to prevent an interruption of a member's SDAP.

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**New Codes**

The following are the new codes for starting SDAP Transactions effective 1 October 1998:

CODE	SDAP DESCRIPTION	CATEGORY	RATE
S5	OIC Afloat	SD-5	\$275
T4	OIC IMARV	SD-4	\$220
T4	OIC Ashore (PAR STA)	SD-4	\$220
T3	OIC Ashore (All Other)	SD-3	\$165
A4	Surfman (Certified)	SD-4	\$220

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*Continued on next page*

**Subj: SPECIAL DUTY ASSIGNMENT PAY FOR 1 OCTOBER 1998 (FY-99)**

<b>New Codes</b>	Y4	Helo Rescue Swimmer	SD-4	\$220
<b>(cont.)</b>	B5	CMC (MCPOCG)	SD-5	\$275
	B4	CMC (RES FORCE/AREA)	SD-4	\$220
	B3	CMC (GOLD FOR FLAG)	SD-3	\$165
	V4	Recruit CO Commander	SD-4	\$220
	V3	Recruit Batt CO/Sect Ch	SD-3	\$165
	X3	Nat Strike Force (Supv)	SD-3	\$165
	X2	Nat Strike Force (Tech)	SD-2	\$110
	X1	Nat Strike Force (Member)	SD-1	\$055
	R5	Recruiter (Special)	SD-5	\$275
	R4	Recruiter Production	SD-4	\$220
	R3	Recruiting Supervisor	SD-3	\$165
	U2	Special Agents	SD-2	\$110
	C2	District 17 ANT	SD-2	\$110

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**Questions**                      If you have any questions, please contact HRSIC'S Customer Service team at (785) 357-3540.

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**Released by**                      //s//  
PAUL GAUTHIER  
Executive Officer

E-Mail ALPERSRU W/98

Subj: RESERVE POINT STATEMENTS

Ref: (a) Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Section 6-D-14

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Background      Annually, each selected reservist is issued an Annual Reserve Retirement Point Statement (CG-4175A). These statements are produced and distributed by HRSIC monthly. The monthly run produces a CG-4175A for selected reservists whose anniversary is three months past. For example, in February 1999, it will go to those whose anniversary month is in November 1998.

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Information      Reserve Point Statements were printed and mailed to members of the selected reserve after the September end of month compute process. This month's statements should have been printed only for those reservists whose anniversary is in June. However, HRSIC also printed and mailed statements to reservists with an October anniversary. This should not have been done because Point Statements for those members whose anniversary date is October are incomplete for the year ending October 1998 and show zeros in the data for the anniversary year ending October 1999. Point Statements for those members whose anniversary date is June are correct.

                      If members call your PERSRU about the October Reserve Point Statements, have them disregard them until the new October anniversary statements are printed. Members with an October anniversary date will have their Reserve Point Statements printed and mailed in January 1999.

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Questions        HRSIC regrets any inconvenience this may have caused PERSRUs and reserve members. Questions may be directed to the HRSIC Customer Service Team at 785-357-3546.

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Released by      / /

M. OMATSU  
Acting



E-Mail ALPERSRU X/98

Subj: EFT ALLOTMENT PROCEDURES CLARIFICATION

Ref: (a) Source Data Automation II User Manual, HRSICINST M5231.2, Chapter 20

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**Introduction** HRSIC has been seeing an increase in EFT allotment payments being returned for incorrect account number at the financial institution. Many times this is a result of the member or the PERSRU transposing the account number or the member providing the incorrect financial account number to the PERSRU.

As a reminder, EFT is the only method of payment for individual allotment starts. Allotment check starts may continue for blanket payees (large institutions who receive numerous allotment payments). A project has been initiated at HRSIC to convert all blanket payees to EFT. SDA II displays a listing of allotment payees who have been designated as blanket payees. Members who have non-EFT individual allotments currently running are being notified each month through a LES message requesting them to convert their allotment to EFT.

As we continue to add more and more allotment payments by EFT, it becomes increasingly important that the information is recorded in the system properly. Proper recording of routing and account information will ensure that the payment is made timely and accurately. Some examples follow when filling out an EFT allotment transaction.

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**Information** When filling out an EFT allotment transaction:

As shown on page 20-D-3 of reference (a), to start an EFT allotment, 7 data items must be provided in SDA-II. The fourth item shown is "Account/Policy Number". SDA-II has been modified to change the title of this block to "Bank Account Number." In this block, the PERSRU shall enter the bank account number of the allotment recipient. This is the actual bank account number at the financial institution where the money will be deposited for the third party payee. It is not necessarily the individual's loan/account number.

For the "Name Paid To" field: This is the name of the person to whom the money will be credited. If:

- It is a "D" allotment to a dependent, then record the name of the dependent.
  - It is a "D" allotment for child support, then record the name of the dependent, followed by the case number.
  - It is a "H", "I", or "L" allotment, then record the name of the member followed by the member's SSN.
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**Questions** Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.

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**Released by** / /

M. OMATSU  
Acting

1000  
13 October 1998

E-mail ALPERSRU Y/98

Subj: SHORT TERM EXTENSIONS OF ENLISTMENTS

Ref: (a) ALDIST 245/98  
(b) Article 1.G.14, Coast Guard Personnel Manual, COMDTINST M1000.6 series

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Background      Reference (a) announced the expiration of the policy allowing unit Commanding Officers the authority to approve extension requests as short as one month in duration. As of 1 October 1998, the approval authority for short term extension requests resides with CGPC-epm-1 as indicated in reference (b).

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Action            Upon receipt of CGPC-epm-1's approval of a short term extension of enlistment request, PERSRUs will complete the Agreement to Extend Enlistment Event, within the Expiration of Enlistment Menu, using an Extension Reason Code of "H" (authorized by CGPC-epm).

Use of the Extension Reason Code "H" will allow an extension of less than two years to be completed.

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Questions        If you have questions, please contact HRSIC's Customer Service Team at (785) 357-3540.

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Released by      / /

Paul Gauthier  
Executive Officer

E-Mail ALPERSRU Z/98

Subj: ANNUAL VERIFICATION OF DEPENDENCY DATA

Ref: (a) Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Section 5-C-2  
(b) 37 U.S.C. 403

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Introduction     Annually, during the month of November, members must verify their dependency data on form CG-4170A. Reference (a) provides guidelines for conducting the annual validation.

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Discussion       In prior years, in conjunction with the CG-4170A validation process, members also validated their housing and COLA allowances on Form CG-5507. The new law on Basic Allowance for Housing (BAH), reference (b), eliminated the need for the CG-5507. This law also eliminated the requirement for annual redetermination of unique dependency status cases. Members will not be required to verify CG-5507's in 1998 or future years. HRSIC (LGL) also will not be requiring redetermination of unique dependency status cases. CG-4170A forms should not be sent to HRSIC (LGL) for redetermination of unique dependents.

Although CG-5507 validation forms are no longer required, it is highly suggested that, during November, when members verify form CG-4170A, the member also conduct a thorough review of his/her Leave and Earnings Statement (LES) to verify that the member is receiving appropriate entitlements, particularly appropriate housing entitlements. Members have a duty to review their LES each month. Stressing a close review of the LES during November will help eliminate potential overpayments and underpayments of housing allowances. Members who erroneously receive BAH entitlements after moving into government quarters or changing marital status incur significant indebtedness, and collection of such indebtedness can create significant financial hardship on the member.

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Action           PERSRUs shall ensure that the annual verification of dependency data is conducted in November 1998 in accordance with reference (a).

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Questions       Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.

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Released by     / /

PAUL GAUTHIER  
Executive Officer